

## New Fiscal Year Individual Performance Plans

As you know, each critical element in an employee's individual performance plan must cascade from the Department's Strategic goal to ITA, and subsequently to ITA's strategic goals and objectives.

For your reference and use, ITA's Office of Human Resources Management (OHRM) provides you with the following links that will help you draft your new Individual Performance Plans.

For all ITA employees, the performance plans must include a mandatory **Customer Service** critical element, a mandatory **Leadership** element for all supervisors and team leaders, a mandatory **Personal Property** element for all Property Management Officers, Property Accountability Officers, and Property Custodians, and two to three additional critical elements specific to the employee's work situation. At least one of the additional elements in each employee's performance plan must be linked to ITA goals, objectives and performance metrics.

The critical element library link below is available to assist supervisors and employees with critical elements, major activities and sample performance metrics by objective and goal. This library also contains useful information for developing individual plans for clerical and administrative program support staff.

**DOC GOAL** - ITA supports the following one goal in the Department's Strategic Plan. That goal is: "To Provide the information and tools to maximize U.S. competitiveness and **enable** economic growth for American Industries, workers and consumers. " All ITA employees support this DOC goal, however for greater specificity in developing performance plans it is more suitable for all ITA employees to link to the goals in ITA's Strategic Plan. These goals are listed below:

**ITA (Bureau) Goals:** <http://www.ita.doc.gov/hrm/documents/itagoals.pdf>

- Advance U.S. International and Commercial Strategic Interests
- Enhance U.S. Competitiveness in Domestic and International Markets
- Broaden and Deepen the U.S. Exporter Base
- Identify and Resolve Unfair Trade Practices
- Foster Excellent Relationships with Customers and Stakeholders
- Achieve Organizational Management Excellence

### ITA Objectives

ITA objectives provide an even further degree of specificity that can relate to an area of an ITA employee's work and these should be used in preparing a critical element after the goal has been listed. The CD-430 Performance Management Record has a space for the Goal and the objective.

### Tools to assist you in preparing Performance Plans:

- [CD-430 Performance Management Record](#)
- [Performance Management System Fact Sheet](#)
- [Critical Element Library](#) (adjust critical elements as appropriate to meet your needs)

- [Building Results-Oriented Performance Plans](#) - On line training through the Learning Management System. [Click here](#) and follow the directions.

If you have any questions or would like additional information on developing individual performance plans, please call either Charlene Gantt on 202-482-2536 or Carol Davison on 202-482-2537.

For additional information on ITA's Strategic Plan (Goals, Objectives and Measures), contact Ed Meyer by phone at 202-482-3304 or by e-mail at: [ed.meyer@mail.doc.gov](mailto:ed.meyer@mail.doc.gov).